

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update

ND049

Walsh County Housing Authority (WCHA)

Annual Plan for Fiscal Year 2003

Shelley Popiel, Executive Director
Walsh County Housing Authority
600 E. 9th St.
Grafton, ND 58237

**NOTE: THIS PHA PLAN TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

WCHA2002AnnualPlan AgencyIdentification

PHAName: WalshCountyHousingAuthority

PHANumber: ND049

PHAFiscalYearBeginning:(mm/yyyy) 01-01-03

PHAPlanContactInformation:

Name:ShelleyPopiel,ExecutiveDirector

Phone:701-352-3260

TDD:

Email(ifavailable):wcha@polarcomm.com

PublicAccessToInformation

**Informationregardinganyactivitiesoutlinedinthisplancanbeobtainedbycontacting:
(selectallthatapply)**

- ☒ MainadministrativeofficeofthePHA
PHAdevelopmentmanagementoffices

DisplayLocationsForPHAPlansandSupportingDocuments

ThePHAPlans(includingattachments)areavailableforpublicinspectionat:(selectallthat
apply)

- ☒ MainadministrativeofficeofthePHA
PHAdevelopmentmanagementoffices
☒ Mainadministrativeofficeofthelocal,countyorStategovernment
Publiclibrary
PHAwebsite
Other(listbelow)

PHAPlanSupportingDocumentsareavailableforinspectionat:(selectallthatapply)

- ☒ MainbusinessofficeofthePHA
PHAdevelopmentmanagementoffices
Other(listbelow)

PHAProgramsAdministered :

PublicHousingandSection8

☒Section8Only

PublicHousingOnly

WCHA Annual Plan
Fiscal Year 2002
 [24CFR Part 903.7]

i. Table of Contents

	<u>Page#</u>
Annual Plan	
Annual Plan Information	1
1 Table of Contents	2
Executive Summary (optional)	3
Description of Policy and Program Changes for the Upcoming Fiscal Year	3
Capital Improvement Needs	3
Demolition and Disposition	4
Homeownership: Voucher Homeownership Program	5
Crime and Safety: PHDEP Plan	5
Other Information:	5
Resident Advisory Board Consultation Process	5
Statement of Consistency with Consolidated Plan	6
Criteria for Substantial Deviations and Significant Amendments	6
Attachments	
Attachment A: Supporting Documents Available for Review	7
Attachment __: Capital Fund Program Annual Statement (Not Applicable)	10
Attachment __: Capital Fund Program Replacement Housing Factor Annual Statement (Not Applicable)	11
Attachment __: Capital Fund Program 5 Year Action Plan (Not Applicable)	13
Attachment __: Public Housing Drug Elimination Program (PHDEP) Plan (Not Applicable)	14
Attachment B: Resident Membership on PHA Board or Governing Body	19
Attachment C: Membership of Resident Advisory Board or Board	20
Attachment D: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	21
Attachment E: Public Hearing Minutes and Attendance	28
Attachment F: Board Resolution	32
Attachment G: Annual Plan 2002 Update	34
Attachment H: Organizational Chart	36
Attachment I: Housing Needs	37
Attachment J: Civil Rights Certification	43
Attachment K: Certification for a Drug-Free Workplace	44
Attachment L: Certification of Payments to Influence Federal Transactions	45
Attachment M: Disclosure of Lobbying Activities	46

Attachment N: Certification by State or Local Official of PHA Plan 47

ii. Executive Summary

[24CFR Part 903.79(r)]

At PHA Option, provide a brief overview of the information in the Annual Plan

With the assistance of the Board of Commissioners, our participants and the administrative staff of the Housing Authority, we have assembled the Housing Authority of Walsh County's Annual Plan. The Plan addresses all of the statutory components as required by the Department of Housing and Urban Development (HUD). In keeping with its mission, the Housing Authority will work towards full utilization of all funds available to the Authority so as to maximize the results in an environment of limited funding. This Plan was assembled using the most current information available from MTCS (Multifamily Tenant Characteristics System), PIC (Public and Indian Housing Information Center), the U.S. Census Bureau, CHAS (Comprehensive Housing Affordability Strategy), and North Dakota's Consolidated Plan for Walsh County and does not reflect any changes of availability of funding by HUD.

This Plan required that we take a detailed look at the Housing Authority and determine where we are, where we want to be and how we are going to get there. The results of this Authority-wide analysis were not surprising, as we have addressed many of the components in the past.

Two conclusions can be drawn from the results of the analysis. First, there is an immediate need for safe, affordable elderly and handicapped accessible housing units in Walsh County. Secondly, Walsh County Housing Authority will develop and maintain a network system throughout the County to assist tenants in identifying services available to meet their needs and provide crime-free and safe housing.

Walsh County Housing will continue to strive to meet the housing needs of county residents by use of the local preferences. A definition of local preferences is as follows:

Elderly, disabled applicants are first priority
Families are second priority
Singles are third priority

Walsh County Housing Authority's Annual and Five Year Plan are consistent with the North Dakota Consolidated Plan.

Lastly, the Housing Authority of Walsh County will continue to do what we do best; providing safe, affordable housing to low-income residents through the provision of financial assistance programs, supportive services, and effective management.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

No changes.

2. Capital Improvement Needs

Not Applicable

[24CFR Part 903.79(g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes/No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$_____

C. Yes/No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment

3. Demolition and Disposition Not Applicable

[24 CFR Part 903.79(h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. Yes/No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) Part of the development Total development
7. Relocation resources (select all that apply) Section 8 for units Public housing for units Preference for admission to other public housing or section 8 Other housing for units (describe below)

8. Timeline for activity:

- a. Actual or projected start date of activity:
- b. Actual or projected start date of relocation activities:
- c. Projected end date of activity:

4. Voucher Homeownership Program

[24CFR Part 903.79(k)]

A. Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24CFR part 982? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified).)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources
 Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards

Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan**Not Applicable**

[24CFR Part 903.7(m)]

Exemptions Section 8 Only PHAs may skip to the next component PHA eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes/No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____

C. Yes/No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes/No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24CFR Part 903.79(r)]

Resident Advisory Board (RAB) Recommendations and PHA Response

1. Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are attached at Attachment (Filename)

3. In what manner did the PHA address those comments? (select all that apply)

The PHA changed portions of the PHA Plan in response to comments
 A list of these changes is included

WCHA 2002 Annual Plan Update Page 8

HUD 50075

Yes No: below or

Yes No: at the end of the RAB Comments in Attachment ____.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment ____.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **Consolidated Plan for North Dakota Fiscal Years 2000-2005 Region IV**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply) **SEE ATTACHMENT N**

☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plans.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

☒ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

Other: (list below)

PHA Requests for support from the Consolidated Plan Agency

Yes ☒ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or in inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Walsh County Housing Authority will continue to strive to assist low income families with rental assistance in our jurisdiction.

C. Criteria for Substantial Deviation and Significant Amendments

Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

None.

B. Significant Amendment or Modification to the Annual Plan:

None.

Attachment A**Supporting Documents Available for Review**

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents check here if included in the public housing A&O Policy	Annual Plan: Rent Determination

	Schedule of flat rents offered at each public housing development check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <u>X</u> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <u>X</u> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> • Baseline law enforcement services for public housing developments assisted under the PHDEP plan; • Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); • Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; • Coordination with other law enforcement efforts; • Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and • All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP plan. 	Annual Plan: Safety and Crime Prevention
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

TableLibrary(NotApplicable)

AnnualStatement/PerformanceandEvaluationReport CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1: SummaryNOTNotAp					
PHAName:		GrantTypeandNumber CapitalFundProgram: CapitalFundProgram ReplacementHousingFactorGrantNo:		FederalFYofGrant:	
OriginalAnnualStatementReserveforDisasters/EmergenciesRevisedAnnualStatement(revisionno:) PerformanceandEvaluationReportforPeriodEnding:FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon-CFPFunds				
2	1406Operations				
3	1408ManagementImprovements				
4	1410Administration				
5	1411Audit				
6	1415liquidatedDamages				
7	1430FeesandCosts				
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures				
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492MovingtoWorkDemonstration				
17	1495.1RelocationCosts				
18	1498ModUsedforDevelopment				
19	1502Contingency				
20	AmountofAnnualGrant:(sumoflines2-19)				
21	Amountoffline20RelatedtoLBPActivities				
22	Amountoffline20RelatedtoSection504 Compliance				

23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

AnnualStatement/PerformanceandEvaluationReport CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF) PartII:SupportingPages
--

[illegible]

[illegible]

Capital Fund Program 5-Year Action Plan**Not Applicable**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHA should not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
Original statement		Revised statement
Development Number	Development Name (or indicate PHA wide)	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost
		Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years		

PHA Public Housing Drug Elimination Program Plan

Not Applicable

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section I: General Information/History**A. Amount of PHDEP Grant \$_____****B. Eligibility type (Indicate with an "x") N1_____ N2_____ R_____****C. FFY in which funding is requested _____****D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Populatio n to be Served within the PHDEP Target Area(s)

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

12 Months__ 18 Months__ 24 Months__

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balance should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Dates should include any HUD-approved extensions or waivers. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Fundi ng	PHDE P Fundi ng Receiv ed	Grant #	Fund Balance as of Date of this Submis sion	Grant Exten sions or Waiv ers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						

FY 1997						
FY1998						
FY 1999						

WCHA 2002 Annual Plan Update Page 15

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

**FFY __ PHDEP Budget
Summary**

Original statement**Revised statement dated:**

Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TAMatch	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	

HUD50075

OMB Approval No: 2577-0226
Expires: 03/31/2002

9190-OtherProgramCosts	
TOTALPHDEPFUNDING	

PHDEPPlanGoalsandActivities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise — not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 –ReimbursementofLawEnforcement					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	OtherFunding (Amount/ Source)	PerformanceIndicators
1.							
2.							
3.							

9115-Special Initiative					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

WCHA 2002 Annual Plan Update Page 16

9116-GunBuybackTAMatch					TotalPHEDPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							

2.							
3.							

9120-Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

WCHA2002AnnualPlanUpdatePage17

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9150- Physical Improvements					Total PHDEP Funding: \$		
------------------------------------	--	--	--	--	--------------------------------	--	--

Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9160-DrugPrevention					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

WCHA2002 Annual Plan Update Page 18

WCHN20027 Annual Plan Update Page 18

9170-DrugIntervention					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9180-DrugTreatment					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	OtherFunding (Amount/Source)	PerformanceIndicators

1.							
2.							
3.							

9190-OtherProgramCosts					TotalPHDEPFunds:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

Attachment B: Resident Member on the PHA Governing Board

1. X Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

Name of resident member(s) on the governing board: Elizabeth DeSautel

How was the resident board member selected: (select one)?

X Elected (by approval of Walsh County Commissioners)
Appointed

C. The term of appointment is (include the date term expires):

2004 (3 year term)

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 2002

Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Lila Mielke, Chair	Term Expires 2004
Dan Stenvold, Vice Chair	Term Expires 2003
Bennie Langerud	Term Expires 2004
Elizabeth DeSautel	Term Expires 2003
Judy Keeley	Term Expires 2005

Attachment C: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Resident Advisory Board Members

Eleanor Clark
Elizabeth DeSautel
Sophie Kasprick
Kathleen Kroulik
George Unger

Walsh County Housing Authority Board Members

- | | | |
|----|---|---------------------------------------|
| 1. | Elizabeth (Betty) DeSautel
600 E. 9 th St. #26
Grafton, ND 58237
701-352-0739 | Term: 1990-1995; 1995-2000; 2000-2003 |
| 2. | Judy Keeley
1518 775 th St. NE
Grafton, ND 58237
701-352-0317 | Term: 2002-2005 |
| 3. | Bennie Langerud
2027 Myrtle Ave.
PO Box 123
Hoople, ND 58243
701-894-6120 | Term: 1996-2001; 2001-2004 |
| 4. | Lila Mielke, Chair
1021 McHugh Ave.
Grafton, ND 58237
701-352-0547
701-360-3587 | Term: October 1999-2003 |
| 5. | Dan Stenvold, Vice Chair
125 Code Ave. N.
Park River, ND 58270
701-284-6426 | Term: 1988-1993; 1993-1998; 1998-2003 |

Effective June, 2002

Attachment D:
RESIDENT ADVISORY BOARD MEETING MINUTES

THURSDAY, AUGUST 1, 2002 AT 1:00 P.M.

Attendance: Kathleen Kroulik, Elizabeth DeSautel, Sophie Kasprick,
 Eleanor Clark, George Unger

1. Popiel reviewed the minutes from the last Resident Advisory Board Meeting which was held on July 26, 2001. No questions from the 2002 Resident Advisory Board regarding the minutes.
2. Popiel reviewed the Section 8 Housing Choice Voucher Program. An explanation of how the program works, who is eligible for the program, and the payment standards were explained.
3. Popiel reviewed the Agency Plan and the 5 Year Plan.
4. Popiel reviewed the roles of the Resident Advisory Board which were provided by HUD.
5. Popiel reviewed the goals for Walsh County Housing and provided an update for 2002.
6. Popiel reviewed the breakdown of participant seffective for August 2002 and the housing needs for Walsh County.
7. Popiel reviewed the SEMAP indicators and the 2001 scoring.
8. Popiel opened the meeting for any questions and recommendations.
9. Resident Advisory Board members had no recommendations at this time. All questions were answered during the meeting.

Shelley Popiel

08-02-02

Date

WALSH COUNTY HOUSING AUTHORITY

_!X

PHONE: 701-352-3260

GRAFTON, ND 58237

600 E. 9TH ST.

July 11, 2002

To Participants in the Section 8 Rental Assistance Program at Walsh County Housing:

Many changes have occurred in the Section 8 Rental Assistance Program that you are currently a participant. The Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Department of Housing and Urban Development (HUD) mandated each public housing agency (PHA) develop an Agency Plan. Through this plan, a PHA will advise HUD, its residents and members of the public of the PHA's mission for serving the needs of low-income and very low-income families, and the PHA's strategy for addressing these needs.

The plan was developed and submitted to HUD last year with the assistance of a Resident Advisory Board. Also a Public Hearing was held for any public input. The Agency Plan is available in the Walsh County Housing Authority office.

This year an annual plan needs to be written and sent to HUD summarizing how we met our goals this past year. To assist Walsh County Housing Authority staff and Board in the development of the annual plan, a Resident Advisory Board meeting is scheduled for **August 1, 2002 at 1:00 p.m. at the meeting room at Parkview Manors**.

The purpose of the Resident Advisory Board is to assist Walsh County Housing and make recommendations regarding the development of the Annual Plan. If you are interested in becoming a member of the Resident Advisory Board, please contact me at 352-3260 or return the bottom sheet to me as soon as possible.

Also, as part of Section 511 of the QHWRA, the Board of Directors of Walsh County Housing must conduct a public hearing to discuss the Annual Plan and to invite public comment regarding the plan. The public hearing is scheduled for **August 5, 2002 at 7:00 p.m. at Parkview Manors**. You are welcome to attend the public hearing.

Thank you for your time in this matter.

Sincerely,

Shelley Popiel
Executive Director
Walsh County Housing Authority

_!X

_____ Yes, I am interested in being a member of the Resident Advisory Board.

Signature

Telephone Number

Date

WALSH COUNTY HOUSING AUTHORITY

_!X

PHONE: 701-352-3260
FAX: 701-352-9634

GRAFTON, ND 58237

600 E. 9TH ST.

RESIDENT ADVISORY BOARD

1:00 P.M., AUGUST 1, 2002

AGENDA

1. Reading of last meeting's minutes.
2. Review of Housing Choice Voucher Program
(Handout).
3. Review of Agency Plan.
4. Role of Resident Advisory Board Members
(Handout).
5. 2002 Progress Report (Handout).
6. Housing Needs (Handout).
7. Open Forum.

Attachment E:**PUBLIC HEARING MEETING MINUTES****MONDAY, AUGUST 5, 2002 at 7:00 P.M.**

Attendance: Elizabeth DeSautel, Lila Mielke, Dan Stenvold, Judy Keeley, Bennie Langerud, Kathleen Kroulik

1. Popiel reviewed the minutes from the Public Hearing which was held on August 6, 2001. No questions from the attendees at the 2002 Public Hearing regarding the minutes.
2. Popiel reviewed the Section 8 Housing Choice Voucher Program. An explanation of how the program works, who is eligible for the program, and the payment standards were explained.
3. Popiel reviewed the Agency Plan and the 5 Year Plan.
4. Popiel reviewed the roles of the Resident Advisory Board which were provided by HUD and provided a summary of the Resident Advisory Board meeting which was held on August 1, 2002.
5. Popiel reviewed the goals for Walsh County Housing and provided an update for 2002.
6. Popiel reviewed the breakdown of participant se effective for August 2002 and the housing needs for Walsh County.
7. Popiel reviewed the SEMAP indicators and the 2001 scoring.
8. Popiel opened the meeting for any questions and recommendations.
9. There were no comments or recommendations from the Public Hearing attendees.

Shelley Popiel

08-06-02

Date

WALSH COUNTY HOUSING AUTHORITY

_!X

PHONE: 701-352-3260
FAX: 701-352-9634

GRAFTON, ND 58237

600 E. 9TH ST.

PUBLIC HEARING

7:00 P.M., AUGUST 5, 2002

AGENDA

1. Reading of last meeting's minutes.
2. Review of Housing Choice Voucher Program.
3. Review of Agency Plan.
4. 2002 Progress Report.
5. Housing Needs.
6. Open Forum.

WALSH COUNTY HOUSING AUTHORITY

_!X

PHONE: 701-352-3260 GRAFTON, ND 58237 600 E. 9TH ST.

FAX

Date: 07-11-2002

To: Walsh County Record

From: Shelley Popiel, Executive Director
Walsh County Housing Authority

Fax#: 701-352-1502

Pages: 1 including this sheet

_!X

Please put the following public notice in the next two Walsh County Records (July 17 and 24):

NOTICE OF HEARING

Notice is hereby given that the Housing Authority of Walsh County will conduct a Public Hearing in the Meeting Room at Parkview Manors, 600 E. 9th Street, Grafton, North Dakota, on August 5, 2002 from 7:00-7:30 p.m. to discuss the proposed 2003 Annual Plan. A copy of the proposed 2003 Annual Plan and Agency Plans submitted in 2002 are available for review and inspection in the Walsh County Housing Authority Office at 600 E. 9th St. Any person interested may appear at the Hearing and be heard.

Shelley Popiel, Executive Director
Walsh County Housing Authority

Thank you.

**Attachment F:
Board Resolution
Sent with Hard Copy to HUD**

Attachment F:
Board Resolution Continued
Sent with Hard Copy to HUD

Attachment G: Annual Plan 2003 Update

MISSION STATEMENT :

The Housing Authority of Walsh County strives to provide a safe and affordable housing to low-income persons in Walsh County in an environment without discrimination, create opportunities for residents' self-sufficiency and economic independence.

GOALS:

7. **Fully utilize all Section 8 Contributions available to the Public Housing Authority.**

OBJECTIVE:

1. Monitor Housing Assistance Payments (HAP) monthly to ensure that all anticipated Annual Contributions Contract (ACC) are utilized.

2002 UPDATE

1. Walsh County Housing will receive \$308,001 from HUD for 2001 (ACC). The Executive Director will continue to monitor the HAP amount each month to utilize the ACC monthly amount from HUD to its full extent.

8. **Attended educational sessions on the Section 8 Rental Assistance Program.**

OBJECTIVES:

1. The Executive Director will attend 90% of the NAHRO (National Association of Housing and Redevelopment Officials) Roundtables held quarterly.
2. The Executive Director will attend at least 1 workshop on management of the Section 8 Rental Assistance Program.

2002 UPDATE:

- a) The Executive Director attended the following NAHRO Roundtable in 2002: April 17 (Carrington) and plans on attending the September 11th Roundtable in Fargo.
- b) Gave a presentation of the Section 8 Housing Choice Voucher Program to Grafton High School Life Skills Class on January 24.
- c) The Executive Director attended the following convention: Mountain Plains NAHRO Annual Conference in Spearfish, South Dakota on July 28-30, 2002.
- d) Met with Pembina County Housing and Cavalier County Housing regarding SEMAP certification and conducted quality review of tenant files.

3. **Network with county-wide agencies to keep abreast of services available to low-income persons.**

OBJECTIVES:

- a) The Executive Director will attend 90% of the Networking Committee meetings that are held the 3rd Wednesday of each month except June and July.
- b) The Executive Director will establish a filing system which would contain information on services and people to contact county-wide regarding childcare assistance, paying for deposits, home ownership, parenting classes, etc.

Attachment G: Annual Plan 2003 Update Continued

2002 UPDATE:

- a) The Executive Director attended the following Network Meetings:
 Jan. 18-Attended.
 Feb. 20-Attended.
 March 20-Attended.
 April 17-Attended NAHR Roundtable in Carrington.
 May 15-Attended.
 No meetings for June and July.
 Aug. 21-Attending.
 Sept. 18-Attending.
 Oct. 16-Attending.
 Nov. 20-Attending.
 Dec. 18-Attending.
- b) Developed a binder of names and contact people and updated the rolodex to include current phone numbers and contact people.
- c) Attended Options Resource Center for Independent Living Strategic Planning Day on August 15, 2002 at the East Grand Forks, Minnesota VFW.

4. Develop and support safe and crime-free housing.

OBJECTIVES:

- d) Work with landlords and residents for their support and input.
- e) Develop a partnership with local law enforcement agencies to promote safe, crime-free housing.
- f) Amend Administrative Plan to allow for screening of applicants for drug and criminal activity.

2002 UPDATE:

- a) The Executive Director developed a quarterly newsletter which will be sent to landlords to update them on current policies and changes from HUD. A Resident Advisory Board has been created to inform participants of changes which would affect them.
- b) An agreement has been reached for Walsh County Housing to receive criminal background checks on all applicants and participants. A form was developed which is used to request the criminal background information.

The Housing Authority of Walsh County will carry out activities and items listed in this Plan in compliance with all applicable civil rights requirements and that the Housing Authority will affirmatively further fair housing.

**Attachment H:
Organizational Chart
Sent with Hard Copy to HUD**

Attachment I:

Housing Needs Sent with Hard Copy to HUD

Upon reviewing the data available through MTCS (Multifamily Tenant Characteristics Systems), PIC (Public and Indian Housing Information Center), the U.S. Census Bureau, CHAS (Comprehensive Housing Affordability Strategy), and North Dakota's Consolidated Plan for Walsh County, Walsh County Housing will continue to strive to meet the housing needs of county residents by use of the local preferences. A definition of local preferences is as follows:

Elderly, disabled applicants are first priority
Families are second priority
Singles are third priority

If there are no elderly or disabled applicants, then the next name on the family waiting list will be offered a voucher. If there are no elderly, disabled, or family applicants, then the next name on the one person household waiting list will be offered a voucher. When an elderly or disabled application is received, they automatically go to the top of the waiting list over families and singles. When a family applies for housing assistance, they will be offered a voucher before a single household.

When the waiting list gets very low, articles will be run in the Walsh County Record informing the public of the Section 8 Rental Assistance Program. A radio ad with KXPO Radio Station will also be run.

WALSH COUNTY HOUSING AUTHORITY

_!X

PHONE: 701-352-3260

GRAFTON, ND 58237

600 E. 9TH ST.

RENTAL ASSISTANCE PROGRAM SECTION 8 EXISTING HOUSING

WHAT IS THE RENTAL ASSISTANCE PROGRAM?

It is the mission of the Housing Authority of Walsh County to strive to provide safe, affordable housing to low-income persons in Walsh County in an environment without discrimination, create opportunities for residents' self-sufficiency and economic independence.

The Section 8 tenant-based program is designed to increase the housing choices available to very low-income households by making privately owned rental housing affordable to them. The main way it accomplishes this is by providing funding to local public housing agencies (Walsh County Housing) so that they may provide rental vouchers to qualified very low-income households. New rental assistance will be provided entirely by vouchers. These rental vouchers provide rent subsidies that generally equal the difference between 30% of the household's adjusted income and the Walsh County Housing-approved payment standard. Under the Housing Choice Voucher Program a family may select a more expensive unit, with a gross rent that exceeds the Walsh County Housing's payment standard, but the family must pay the additional amount. The law restricts a voucher-holder, however, from renting a unit that would initially require the family to pay more than 40% of the family's adjusted voucher for rent. These subsidies are paid directly to the landlord by Walsh County Housing. Section 8 rental voucher funding is used for tenant-based assistance. Tenant-based assistance can be provided for any eligible rental unit, as long as the landlord agrees to participate in the program. All Section 8 voucher units must be inspected by Walsh County Housing to ensure their compliance with HUD housing quality standards.

WHO IS ELIGIBLE FOR THE PROGRAM?

The program will assist participants without regard to race, color, national origin, religion, creed, sex, age, or handicap. Gross family income cannot exceed the following limits:

Family Size:	1 person	Income Limit:	\$16,050 Effective 12-01-01
	2 persons		\$18,350
	3 persons		\$20,650
	4 persons		\$22,950
	5 persons		\$24,800
	6 persons		\$26,600
	7 persons		\$28,450
	8 persons		\$30,300

Income includes all monies that a family receives from any source. When a family's total assets exceed \$5,000, the WCHA will determine the greater of 10% of the total assets or actual interest income earned and add it to the gross income to determine eligibility.

In cases of child custody, the family member must have at least 50% physical custody of the children and provide documentation to verify the custody. Verification of pregnancy and disability are also required.

WHAT SIZE UNIT AM I ELIGIBLE FOR?

The unit size will be determined by the WCHA, depending on the sex, age, and number of persons in the household. A family is allowed to rent a smaller or larger unit under certain conditions.

WHAT TYPE OF HOUSING WILL QUALIFY?

Rental assistance can be used in any type of privately owned rental housing in Walsh County - houses, duplexes, apartments, and mobile homes. The dwelling unit selected by the family must be inspected in accordance with the Housing Quality Standards (HQS) and be certified as decent, safe, and rent reasonable by the WCHA.

WAITING LIST

A waiting list is established according to local preference and date of application. Elderly and disabled applicants have preference over families. Families have preference over single applicants.

WHAT ARE THE MAXIMUM RENTS ALLOWED FOR THE PROGRAM?

Under this program, total housing costs (rent and tenant paid utilities) cannot exceed the following payment standards as set by the U.S. Department of Housing and Urban Development.

Bedroom Size:	Effective Oct. 2001	Effective Oct. 2002
0 bedroom	\$318	\$329
1 bedroom	\$340	\$350
2 bedrooms	\$422	\$435
3 bedrooms	\$528	\$545
4 bedrooms	\$591	\$610
5 bedrooms	\$680	\$702
6 bedrooms	\$769	\$794

If the tenant is responsible for any or all of the utilities, an amount specified by the WCHA from a utility allowance schedule must be added to the rent to determine if it is within the payment standard limits.

HOW MUCH RENT DOES PROGRAM PARTICIPANT PAY?

The gross family contribution (GFC) is the amount of rent the client pays toward the housing costs. GFC is figured at 30% of the monthly income after allowances for minor children and child care due to employment. In the case of elderly or disabled individuals, medical expenses in excess of 3% of the gross family income are allowable deductions.

HOW DOES THE PROGRAM WORK?

1. The family completes an application with the WCHA. If the family is determined to be eligible, the family is placed on the appropriate waiting list.
2. When assistance becomes available, the family is notified by mail and an intake appointment is scheduled.
3. After the eligibility and income certification is completed, a voucher is issued and the family begins a housing search.
4. The family signs a request for lease approval with the landlord.
5. The WCHA inspects the unit.
6. If the unit passes the HQS inspection, is within fair market rent limits and is determined to be rent reasonable, the tenant and landlord enter into a WCHA approved lease.
7. Annually the family is reviewed for continued eligibility and the unit is reinspected.

Revised August 23, 2002

WALSH COUNTY HOUSING AUTHORITY

_!X

PHONE: 701-352-3260

GRAFTON, ND 58237

600 E. 9TH ST.

88 PARTICIPANTS

AS OF AUGUST 1, 2002

Familial Status:

Families		35	40%
Elderly	24	27%	
Disabled		22	25%
Single		7	8%

Bedroom Size:

1 Bedroom	34	39%
2 Bedrooms	30	34%
3 Bedrooms	20	23%
4 Bedrooms	3	3%
5 Bedroom	1	1%

Race:

White	86	98%
Native American	2	2%

Ethnicity:

NonHispanic	81	92%
Hispanic	7	8%

City:

Edinburg	1	1%
Grafton	71	81%
Hoople	6	7%
Minto	1	1%
Park River	9	10%

August 23, 2002

WALSH COUNTY HOUSING AUTHORITY

_IX

PHONE: 701-352-3260 GRAFTON, ND 58237 600 E. 9TH ST.**SECTION 8 VOUCHER PROGRAM
PAYMENT STANDARD
EFFECTIVE OCTOBER 1, 2001**

BEDROOM SIZE	RENT (INCLUDES UTILITIES)
0	\$318
1	\$340
2	\$422
3	\$528
4	\$591
5	\$680
6	\$769

EFFECTIVE OCTOBER 1, 2002

BEDROOM SIZE	RENT (INCLUDES UTILITIES)
0	\$329
1	\$350
2	\$435
3	\$545
4	\$610
5	\$702
6	\$794

August 23, 2002

**Attachment J:
Civil Rights Certification
Sent with Hard Copy to HUD**

The Walsh County Housing Authority does hereby agree and certify that it will carry out this Annual Plan in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 502 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.

Executive Director

Date

Attachment K:
Certification for a Drug-Free Workplace
Sent with Hard Copy to HUD

Attachment L:
Certification of Payment to Influence Federal Transactions
Sent with Hard Copy to HUD

**Attachment M:
Disclosure of Lobbying Activities
Sent with Hard Copy to HUD**

**Attachment N:
Certification by State or Local Official
of PHA Plans Consistency with the Consolidated Plan
Sent with Hard Copy to HUD**